

# U.S. DEPARTMENT OF ENERGY

## NEVADA OPERATIONS OFFICE

### POLICY

NV P 241.1

1-31-97

**Subject: DOE NEVADA OPERATIONS OFFICE (DOE/NV) INTERNET POLICY**

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PURPOSE. This Policy Statement establishes the DOE/NV policy concerning the appropriate use and safeguards required when creating and disseminating information for access through the Internet. This Policy Statement complements and is consistent with DOE Order 200.1, "Information Management Program"; DOE Order 1430.1D, "Scientific and Technical Information Management"; DOE Guide 1430.1D-1, "Guide to the Management of Scientific and Technical Information"; and DOE/NV Procedural Instructions 96-002, "Internet Information Product Approval."

SCOPE. The provisions of this Policy Statement apply to all DOE/NV elements, Management and Operating contractors, associated agencies, and national laboratories. This Policy Statement applies to all shareable servers managed or controlled by the DOE/NV.

POLICY. It is the Department of Energy (DOE) Nevada Operations Office (NV) policy to facilitate the development and use of Internet capabilities by the DOE/NV community. All material placed on the Internet will be relative to the DOE/NV goals, objectives, and initiatives identified in the DOE/NV Strategic Plan. The use of these capabilities will support, promote, and publicize the vision and mission of the DOE/NV, and the Nevada Test Site core competencies. Application of these network tools will result in a reduction in operating costs, promotion of communications, enhancement of technology transfer initiatives, and improvement of employee productivity.

Internet based information services will be the primary means of communicating DOE/NV information that is approved for public dissemination. All information will be periodically reviewed to ensure relevance and timeliness. Information placed on the Internet becomes available to a worldwide audience; therefore, requirements that apply to releasing paper copy information, will also apply to information placed on the Internet. Additionally, information placed on the Internet requires sensitivity to Freedom of Information and Privacy Act regulations.

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**INITIATED BY:**  
**Public Affairs and Information Office**

Internet services, including the World Wide Web, are provided for employees to use for authorized, official purposes. Use of these services for other purposes is not acceptable, and constitutes a serious breach of the Standards of Ethical Conduct. Misuse of Government time and resources will result in appropriate disciplinary action.

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